

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

November 13, 2008

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TITLE:	Program Administrative Officer
POSITION NO:	41016
LOCATION:	Addictive & Mental Disorders Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$49,502 - \$61,878 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 28, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A resume is required at time of application. Regular in-state and out-of-state travel is required.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for planning, coordinating, and ensuring effective implementation of all aspects of a statewide plan for publicly funded, community-based chemical dependency treatment services. Specific duties include developing and administering statewide chemical dependency programs; overseeing the implementation of programs and services; performing various other duties as assigned; managing reimbursement of Chemical Dependency services under Medicaid, federal block grant funding and other federal grants to ensure services are delivered and reimbursed consistently with all applicable federal/state statutes and regulations. This position ensures communication, coordination, and consistency

with regards to program and policy between the Chemical Dependency Bureau and department/division policy and administrative rules, state statutes, federal and requirements or best practices. The position supervises three staff.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the concepts and theories of the human services field, as well as extensive knowledge of the principles and practices of supervision, management, organization, and functions of state and federal governments; chemical dependency programs including treatment, prevention and education; the background, philosophy, and objectives of the state's role for meeting the needs of individuals adversely affected by alcohol and drugs; organization and functions of governmental and private agencies, voluntary organizations, civic groups, advocacy groups and others interested in chemical dependency; grant and contracting principles necessary to administer the bureau's contracting process; laws dealing with chemical dependency; and evaluation principles and practices and in data gathering and research.

Skills: Skill in strong public relations to represent the department and division's chemical dependency program to a variety of constituencies.

Abilities: Ability to delegate and follow up on major duties and responsibilities in the administration of the bureau; provide organizational and programmatic leadership and manage professional personnel who are managing bureau programs; establish effective working relationships with staff, other managers, staff from other agencies, providers and provider association staff, recipients and recipient organizations, legislators, federal officials and the public; independently apply planning and management principles and to analyze organizational and operational problems to formulate solutions and make appropriate choices among alternatives; convert ideas and theories into operational policy; and effectively communicate with others both orally and in writing and clearly articulate and interpret the bureau's programs to the general public, legislature, other government agencies, and various civic, community and professional groups.

EDUCATION/EXPERIENCE REQUIRED: A Bachelor's degree in a human resources, business administration, public administration, or another related field **AND** five years of experience in chemical dependency program design and administration, including at least three years in a supervisory or managerial capacity. Equivalent combinations of education/experience will be evaluated on an individual basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:**
HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume is due at time of application; and
5. Supplement.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Program Administrative Officer

Position: #41016

Location: Addictive & Mental Disorders Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience with management of a Chemical Dependency program, including treatment, prevention, and education.